



SORRT

Network Newsletter

Smart Organizations Reduce
and Recycle Tons

Montgomery County, Maryland

Issue No. 34 Winter 2010

In 2010...File Early

Filing your Annual Business Recycling and Waste Reduction Report is easier than you think! Montgomery County has an estimated 35,000 businesses that generate more than half of all the solid waste generated in the County. Montgomery County Executive Regulation (ER) 15-04AM requires all businesses to recycle mixed paper, commingled materials (aluminum cans and foil products, bi-metal steel/tin cans, glass bottles and jars, and plastic bottles and containers), scrap metal, yard trim, and Christmas trees. The Annual Business Recycling and Waste Reduction Report provides the County with important data on the total amount of waste generated and the type and quantity of materials recycled each calendar year by businesses. This information allows the County to assess future recycling policies and programs and to determine the need for further education and resources.

Businesses are required to report both the amount of materials recycled and disposed of as waste during calendar year 2009 (January 1 through December 31, 2009) to the Division of Solid Waste Services (DSWS). In most cases, your recycling and refuse collection company will be able to provide this information to you. To assist you in compiling this information, request a monthly tonnage report (weight receipts) along with your invoice. Businesses are also required to maintain records of contracts and/or invoices for inspection and verification by the County. If your business self-hauls recyclable materials to a recycling facility, obtain and review copies of scale house tickets or reporting logs to get this information.

Your business is also required to report on its waste reduction/reuse and education efforts. This section calls for a detailed description of activities on actions your business takes to reduce the amount of waste generated as well as steps taken to educate your employees and customers.

What are the options for filing the Annual Recycling Report for your business?

- **On-line.** DSWS strongly encourages filing your Annual Recycling Report on-line, after January 1, 2010 by visiting www.montgomerycountymd.gov/recycling.
- **Mail.** You may also download the three (3) page report form from our website and mail the completed form to the:

Division of Solid Waste Services
Attn: SORRT Program
101 Monroe Street, 6th Floor
Rockville, Maryland 20850
- **Fax.** Fax the completed report form to the Division of Solid Waste Services at **240-777-6465**.

What are the benefits to filing on-line?

- Reduces the amount of paper generated
- Immediate confirmation of report receipt
- Reduces chances of the report getting lost in the mail
- Easy access to previous Annual Recycling Reports filed

ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT
Refer to the Montgomery County Business Recycling Regulation Handbook for guidance on recycling and completing this Report.
Send completed Report to: Division of Solid Waste Services, Attn: SORRT, 101 Monroe Street, 6th Floor, Rockville, MD 20850

Business filing this Annual Report, provide:

Business Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person Name and Title: _____

Business Website: _____

Contact Person Email: _____

What is your relationship to the business(es) for whom this Annual Report is being filed?
(Check the box that corresponds to appropriate description.)

- ☐ I'm filing for my business at the above address only.
- ☐ I'm a **Property Manager** filing for one or more tenant(s) leasing property at a single site.
If address of the building occupied by your tenant(s) is different from the address provided above, provide address of building occupied by your tenant(s) covered by this Report: _____
- ☐ Business **Headquarters** filing for multiple business locations in the County.
Provide the address of each location that is covered under this report. _____
- ☐ I'm a **Collector** filing for my customer. (NOTE: One Annual Report per customer)
Provide the business name, address, contact name and phone number of the customer whom this report covers. _____

REPORT INFORMATION

What information is needed to complete the Annual Recycling Report?

- Business contact information
- General information for the business/businesses for which you are filing for, including the name of the on-site contact person, number of employees, square footage and acreage
- Amounts of required and voluntary materials recycled in calendar year 2009
- Amount of solid waste collected in calendar year 2009
- A description of your waste reduction/reuse and education efforts

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In 2010...File Early (continued)

Who is required to file?

Large, medium and selected small-sized businesses, and property owners and managers of multi-tenant facilities must file an Annual Business Recycling and Waste Reduction Report with the Division of Solid Waste Services according to the filing deadlines below.

Annual Recycling Report Filing Tips

Your Annual Recycling and Waste Reduction Report always covers recycling activities for the previous calendar year. Your 2009 recycling report will cover recycling activities between January 1, 2009 and December 31, 2009.

When completing your report, remember to:

- ☑ List any **voluntary materials** that your business recycles, i.e. toner cartridges, textiles, computer equipment, plastic bags, etc.
- ☑ Include the amount of **solid waste** (trash) collected from your business. This allows the County to estimate your recycling rate.
- ☑ Describe your business's **waste reduction and education efforts** on page three of the report.
- ☑ Reports must be signed by the responsible corporate officer as well as the person completing the report.

- ☑ Property managers should ask their tenants to provide them with the amounts of additional recyclable materials that they contract for (such as shredded paper) and add this to the recycling report for the entire building/property.

To streamline the filing process for next year:

- ☑ File on-line.
- ☑ Track your business's recycling information throughout the year.
- ☑ Request your tonnage reports (weight receipts), with the invoice from your recycling and refuse collection company.



Remember, there are fines for not filing your Annual Recycling and Waste Reduction Report on-time.

So, don't delay. File today! It's the Law.

FILING DEADLINES

ANNUAL REPORT FILING DEADLINES

BUSINESS SIZE	NUMBER OF EMPLOYEES	DUE DATE
LARGE BUSINESSES	250 OR MORE EMPLOYEES	FEBRUARY 1
MEDIUM-SIZE BUSINESSES	100 – 249 EMPLOYEES	MARCH 1
SMALL BUSINESSES**	LESS THAN 100 EMPLOYEES	March 1** (Initial submission due 60 days from receipt of a written request from DSWS; thereafter, annually by March 1st)
PROPERTY OWNERS/MULTI-TENANT FACILITY MANAGERS	N/A	MARCH 1

Please note: Failure to file an Annual Recycling Report to the County is a class B violation of Montgomery County Code and is subject to a fine of at least \$100.00.

** SMALL BUSINESS ANNUAL RECYCLING REPORT FILING REQUIREMENTS

Small businesses (less than 100 employees) are only required to file an Annual Recycling Report if they have received a written request from the Division of Solid Waste Services. If you're not sure if your small business has received a written request to file the report, please contact the SORRT Program at 240-777-6437 for further information.



FOCUS ON Mixed Paper

Generally, most types of clean, dry paper are recyclable in Montgomery County. Based upon the Division of Solid Waste Services most recent analysis of the County's overall waste stream, nearly 19 percent of businesses' trash includes recyclable paper. This accounts for over 67,100 tons of paper that should and must be recycled. Do you have a recycling program in place at your organization for recycling all types of mixed paper materials? Do your employees know what types of mixed paper can be recycled? Check the list below and see what's missing from your mixed paper recycling program.

The value of recyclable materials started rebounding in 2009 after the sharp decrease seen in mid- to late 2008. Focusing on mixed paper, prices for various grades of paper generally remained steady during the first half of the year before increasing in the summer.

Magazine-grade paper prices increased from \$62.50/ton at the beginning of June to \$87.50/ton in December, an increase of roughly 40 percent. The value of newsprint

increased from \$20.00/ton in June, to \$55.00/ton in November. Similar increases in the value of corrugated cardboard and white ledger paper were also seen over the course of this six month period, with cardboard prices increasing from \$55.00/ton in June to \$77.50/ton in December. White ledger paper was valued at \$270.00/ton in December, after starting in June at nearly \$175.00/ton.

As you can see, there is value in paper. This market pricing report is intended to provide your business with information regarding the value of recyclable materials in the recycling markets. Recycling these and other materials can translate into potential revenue for your organization. Don't throw away these valuable materials. Not only is recycling the law in Montgomery County, but your business can save money by removing these materials from your waste stream, reducing waste collection and disposal costs. In addition, work with your recycling contractor to determine if any of the revenues from the sale of recyclable materials can be passed onto your business.

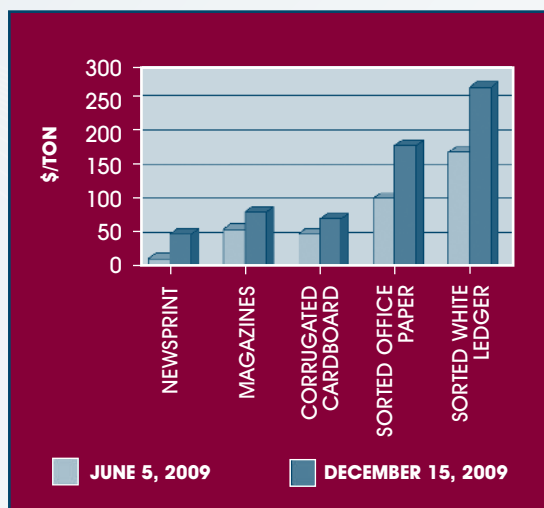
Paper Market Prices

Regional Average Recycled Commodity NORTHEAST USA/MARITIMES REGION

Commodity	Average Prices for June 5, 2009	Average Prices for December 15, 2009
Newsprint #6	\$20.00	\$55.00
Magazines	\$62.50	\$87.50
Corrugated Cardboard	\$55.00	\$77.50
Sorted Office Paper	\$107.50	\$185.00
Sorted White Ledger	\$175.00	\$270.00

Prices in US\$ per short ton - Baled, F.O.B. seller's dock

Average Mixed Paper Prices



Required Mixed Paper Recyclables

- All white and colored office paper including computer paper
- Post-it notes
- Cardboard boxes
- Telephone books
- Paper folders and binders
- Paperback books (ask your collector if they will take hardcover books as well)
- Kraft envelopes and manila folders
- Inner cardboard rolls from toilet tissue and paper towels
- Magazines and catalogs
- Newspapers and inserts
- Paper egg cartons
- Shredded paper
- Paperboard (such as cereal, snack food, and beverage can packaging)
- Unwanted mail, including envelopes (with or without windows)

Voluntary Recycling Lets Your Business Do Even More

Montgomery County requires mandatory recycling of mixed paper, commingled materials, scrap metal, yard trim and Christmas trees (see back cover). But there are many other types of items that can be recycled and removed from the solid waste stream.

There are a number of options to choose from when considering recycling non-mandatory materials:

- ☑ Choose companies that allow you to return or reuse their used products. For example: Hewlett Packard provides postage-paid return shipping materials for printing cartridges.
- ☑ Get the most out of your batteries by using rechargeable batteries. While they may be more costly initially, you can get more uses out of them than from disposable ones. To recycle rechargeable batteries, check with your hazardous waste collection company, participate in the County's Eco-Wise program for small quantity generators, or visit www.call2recycle.org. Batteries from cordless power tools, cellular and cordless phones, laptop computers, camcorders and digital cameras, can all be recycled.
- ☑ Check the EPA Electronics Recycling (eCycling) page (www.epa.gov/waste) for information on where you can donate or recycle old computers, televisions or other electronics or refer to the Montgomery County Business Recycling Regulation Handbook, Section 7: Specialized Recycling Services by Material Type available on-line at www.montgomerycountymd.gov/recycling.



- ☑ Montgomery County's Solid Waste Transfer Station/ Recycling Center will accept a number of items for recycling including limited amounts of electronic equipment and textiles. For more information on these recycling programs contact the SORRT program at **240-777-6437**.

If your business generates any or all of these materials, go the extra step and recycle 100 percent of what can possibly be recycled. Recycling more also means reducing waste which may result in savings on your solid waste disposal costs and savings for your business. Be creative; come up with ways for your business to recycle more, and aim for the goal to recycle 50 percent of all waste generated in the County.

For additional information regarding voluntary recycling, or to find a collection contractor or facility that will accept these voluntary materials, please refer to the Montgomery County Business Recycling Regulation Handbook, Section 7: Specialized Recycling Services by Material Type available on-line at www.montgomerycountymd.gov/recycling or contact the SORRT Program at **240-777-6437** for assistance.

Contact Us

Montgomery County
Division of Solid Waste Services
240-777-6486
240-777-6465 (fax)
240-777-6442 (tty)
www.montgomerycountymd.gov/recycling
email: recycle@montgomerycountymd.gov

County Transfer Station
240-777-6560

County Recycling Center
301-417-1433

This information is available in an alternative format by calling Gabriela Monzon-Reynolds at 240-777-6486.



Montgomery County
Division of Solid Waste Services
SORRT Program
Contact: Gabriela Monzon-Reynolds
101 Monroe Street, 6th Floor
Rockville, Maryland 20850

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SAVE THE DATE!

Business Recycling Seminar

January 26, 2010

10:00 am - 2:00 pm
Bethesda North Marriott Hotel and Conference Center
5701 Marinelli Road, Bethesda, MD 20852

To register, visit www.montgomerycountymd.gov/recycling or call 240-899-2222

Annual Recycling Reports Due

February 1, 2010

- Large-sized businesses (250 or more employees)

March 1, 2010

- Medium-sized businesses (100 to 249 employees)
- Selected small-sized businesses (less than 100 employees)
- Commercial property owners/managers of multi-tenant facilities



Printed on 50% post-consumer recycled and recyclable paper.

RECYCLING CHECKLIST

Commercial properties and businesses must recycle the following materials if these are generated:

Mixed or Sorted Paper

- ☒ White & Colored Paper
- ☒ Cardboard, Boxboard & Cereal Boxes
- ☒ Newspaper & Inserts
- ☒ Magazines & Catalogs
- ☒ Telephone, Paperback & Hardcover Books
- ☒ Unwanted Mail & Envelopes (with or without windows)
- ☒ Shredded Paper & All Other Clean and Dry Paper

Commingled Containers

- ☒ Glass Bottles & Jars
- ☒ Aluminum Cans & Foil Products
- ☒ Bi-Metal Food & Beverage Cans
- ☒ Plastic Bottles, Containers, Jars, Tubs, Lids, Pails/Buckets and Flower Pots

Yard Trim

(Grass, Leaves and Brush)

Christmas Trees

Scrap Metal



IT'S NEVER TOO LATE FOR RECYCLING...

www.montgomerycountymd.gov/recycling